

### Legal Notice

The Mississippi Department of Transportation (MDOT) intends to employ a consulting firm to provide engineering services utilizing a Cost plus Fixed Fee, Labor Hour/Unit Price or Lump Sum/Firm Fixed Price contract to update the Long-Range Transportation Plans as required by Federal law for the MDOT, Jackson MPO, Hattiesburg MPO, and Gulf Coast MPO, Project No. SPR-1(65)/106460-118000, Statewide. The Long-Range Transportation Plans shall be developed in accordance with 23 USC 134 and 135 and 23 CFR 450 (MAP-21), and the MDOT's and the MPO's Public Participation Processes. The areas of emphasis or tasks involved for the Long Range Transportation Plan may include, but are not necessarily limited to, the following:

- A planning level system analysis that defines the project needs of the multimodal transportation system over the next 25-years.
- A financial plan which proposes alternative methods to fund necessary improvements to the system over the life of the plan.
- Review and incorporate existing studies and plans as needed.
- Collect and analyze relevant data for the update.
- Conduct vision meetings with MDOT Administration and Policy or Technical committees for each MPO.
- Coordinate public/stakeholder involvement and conduct public/stakeholder meetings.
- Update existing travel demand models (Statewide and MPO models); areas may include but are not limited to Transportation Analysis Zones, socioeconomic data, road network, base year AADTs, user interface, and data validation; provide step-by-step documentation of the methodologies and data validation as well as training on the resulting models to MDOT and MPO personnel; final models shall be delivered in the latest version of TransCAD.
- Provide an evaluation regarding the economic impacts of the existing and future transportation system for different funding or improvement strategies.
- Incorporate performance goals, measures, and targets in accordance with federal guidelines in conjunction with MDOT and MPO's.
- Provide a plan of action to accomplish performance targets, promote economic development, and resolve deficiencies whether funding related or transportation related.

Upon selection, negotiation, and execution of contract, the MDOT anticipates the duration of the project to be approximately eighteen (18) months. We anticipate executing the contract by July 1, 2014.

Consulting firms interested in providing these services may so indicate by furnishing the Department **nine (9) copies and one (1) CD** of an Expression of Interest which should consist of the following:

1. A cover letter specifying the name and complete description of the project, the name of the project manager, and the location and address of the managing office;
2. A resume for each principal member, the project manager, and employee(s) of the firm anticipated to be assigned to the project. Also, provide a team organizational chart and list each person's experience and qualifications. The team organizational chart should include each individual's name, job description (for the project), and company of employment;
3. A description of similar type work completed during the past five (5) years which qualifies the consultant for this work. Please provide a detailed description of the role of the consultant and define whether the consultant was the prime or a subconsultant. Include in the description the amount of the consultant's contract for the work they provided for the project and scheduled completion (or actual completion) of this work performed by the firm;

4. Provide any information to indicate that the team has the necessary resources, including available staff, to complete the project within the timeframe indicated above. The Consultant should indicate any other active projects that any individuals, as listed on the organization chart (including any subconsultant(s)), are currently working to complete. The consultant should indicate how they plan to balance workloads to commit the staff and resources necessary to successfully complete the project on-time;
5. The Consultant should define a sound and complete Work Plan for the project. The Work Plan should be provided in narrative form that summarizes the methodology expected to be followed to accomplish the services listed in this legal ad. At a minimum, the Work Plan should identify all major project tasks, major activities within each task, deliverables, schedule, and assigned resources for the project.
6. Part II of Standard Form (SF) 330, Architect-Engineer Qualifications. This Form can be obtained at [http://sp.gomdot.com/Consulting%20Services/Forms/Standard%20Form%20\(SF\)%20330,%20Part%20II.pdf](http://sp.gomdot.com/Consulting%20Services/Forms/Standard%20Form%20(SF)%20330,%20Part%20II.pdf). Interested firms without internet access may obtain this information by contacting Scot Ehrgott at (601) 359-7536; and,
7. A response containing the information upon which the consultant will be evaluated (see below).

The Department will evaluate the Expressions of Interest based on the following factors listed in their relative order of importance: Technical approach to accomplishing the services listed in this legal ad (Soundness of Work Plan); Experience, performance, and qualifications of the consultant (and any subconsultant) on similar projects with MDOT and/or other clients; Experience, performance, and qualifications of the proposed Project Manager; Consultant's (and any subconsultant's) infrastructure, supporting staff, and sub-consultants available to facilitate the scope of the project in a timely manner; Location/proximity of the consultant's (and any subconsultant's) office(s); and Quality of Proposal.

To be considered, the "Expression of Interest" proposals must respond to all requirements of this legal ad and any addenda. The recommended proposal length should not exceed twenty-five (25) pages, exclusive of appendices. The resumes, SF-330 Part II, and other information not relevant to the requirements should be included in the appendices. The Consultant's cover letter, table of contents, summaries and introductions, team organizational chart, past performances, and responses to the evaluation criteria should be included in the 25 pages. Pages should be numbered, single-spaced, one-sided, 8.5" by 11" with margins of at least one inch on all four sides. No more than five pages may be 11" by 17", but they may count as two sheets each against the recommended 25 page maximum. Information within the recommended 25 page limit of the proposal should be complete and sufficient in scope for the selection committee to evaluate the Consultant. Also, all text information in the recommended 25 page limit should be shown in a readable font, size 12 points or larger. Headers, charts, and other graphics may be provided in a different font type and size providing they are legible. Section dividers, tabs, or similar means are recommended but are not counted as part of the recommended 25 page limit. These recommendations will be considered when evaluating the quality of proposal.

The MDOT reserves the right to reject any and all Proposals, discontinue contract execution, and/or request additional information with any party at any time prior to final contract execution.

The MDOT reserves the right to obtain references from any source listed in the PROPOSAL and any other source deemed appropriate for any of the requirements/criteria listed in this legal notice.

If a Consultant opts to request a debriefing following the announcement of the selected Consultant, the Consultant shall send an email to the below addressee within two (2) weeks of the distribution of the notification letter of the selected Consultant. Any debriefings shall be limited to the merits of the individual Consultant's proposal.

Scot Ehrgott, P.E.,  
MDOT Director of Consultant Services  
e-mailed to [sehrgott@mdot.ms.gov](mailto:sehrgott@mdot.ms.gov)  
and copy [srone@mdot.ms.gov](mailto:srone@mdot.ms.gov)

All questions related to this solicitation shall be e-mailed to the addressee below:

Scot Ehrgott, P.E.,  
MDOT Director of Consultant Services  
e-mailed to [sehrgott@mdot.ms.gov](mailto:sehrgott@mdot.ms.gov)  
and copy [srone@mdot.ms.gov](mailto:srone@mdot.ms.gov)

Only written requests e-mailed to the above addressee will be considered. No requests for additional information or clarification to any other MDOT office, consultant, or employee will be considered. All responses and addenda will be in writing and will be posted to the MDOT website (<http://mdot.ms.gov/portal/LegalAD.aspx>) no later than 7 days prior to the submittal deadline. The submission deadline for questions will be 10 days prior to the submittal deadline. Consultants shall be solely responsible for checking the website for updates. The MDOT will not be responsible for any oral exchange or any exchange of information that occurs outside the official process specified herein.

MDOT reserves the right to select one (1) consultant or select a short list of consultants from whom more information will be required.

The DBE goal is 4%.

CONSULTANTS may visit MDOT's website, [www.gomdot.com](http://www.gomdot.com), to view a complete list of "Certified DBE Firms" which have been certified as such by the Mississippi Department of Transportation and other Unified Certification Partners (UCP). The DBE firm must be on the Department's list of "Certified DBE firms" as listed on MDOT's website, [www.gomdot.com](http://www.gomdot.com) and approved by MDOT to count towards meeting the DBE goal.

To be considered, all replies must be received by 5:00 p.m., Central Time, Thursday, February 20, 2014, in the Office of the Director of Consultant Services, Scot Ehrgott, mail code 90-01, Mississippi Department of Transportation Building, 401 North West Street, Jackson, Mississippi, 39201.

This Legal Notice will appear in the Clarion Ledger on January 22<sup>nd</sup> and 29<sup>th</sup>, 2014.

The Mississippi Transportation Commission and the Mississippi Department of Transportation are equal opportunity employers.

As provided by Title VI of the Civil Rights Act of 1964 as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), the Mississippi Department of Transportation (MDOT) assures that no person shall on the grounds of race, color, national origin, sex, religion, age, or disability be excluded from participating in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity from the MDOT.